

Keston Primary School

Library Policy

INTRODUCTION

‘Children should encounter an environment in which they are surrounded by books and other reading material presented in an attractive and inviting way.’
National Curriculum Programme of study of Reading

AIMS AND OBJECTIVES

To provide a wide range of quality books to support the curriculum needs of all pupils and teachers.

To foster a love of reading books, which will develop into a habit for life.

To provide a resource, which enables children to gain the library and research skills they need to become independent learners.

To maintain and develop a wide selection of reading material that is easily accessed and organised.

To provide an environment that is welcoming and accessible to all.

To provide a simple borrowing procedure to enable children to borrow books independently.

To familiarise children with library routines which will give them a generic understanding of all libraries.

To extend children’s learning experiences.

ACCOMODATION AND ACCESS

At Keston Primary School there is a library for each Key Stage. The Infant library is located in the Infant end of the building and the Junior library is located in the Junior end of the school. Each library provides a safe, attractive and welcoming environment and each in turn provides time for quiet reading and information gathering.

The Junior library is open during normal school hours. Each junior class has time each week which is used to choose library books and develop children’s library skills. Each year group also has a morning break and lunchtime session allocated to them in which they may use the library of their own accord. The library may be used for personal or group study when it is not allocated to an individual class.

ORGANISATION

Our school library is a centre of learning that is accessible to all the children and staff at the school. The resources within it promote equality of opportunity for all the children.

The Library is organised in the following way with clear shelf and bay guidance.

Fiction

Fiction stock is shelved in alphabetical order by author surname, left to right on the shelves.

Non Fiction

Non Fiction stock has been coded according to a simple Dewey system. Each book has been given a number and subject areas are designated by colour. The books are shelved according to subject areas and in Dewey number order left to right. A printed subject index is held in the library in order to help pupils find the colour and number of the book or subject they are looking for.

All Fiction and Non Fiction stock are catalogued on the library computer system and pupils can retrieve information on books held in the library using this system.

Junior pupils are issued with a computerised library ticket and can borrow one book at a time for a period of up to three weeks. A date label within the book is stamped with the date of return. A list of non returned books is made at the end of every half term and the library co-ordinator will follow up these items with the pupils themselves. Reminders of overdue books will be sent home if it is felt necessary.

Year 5 pupils are used as library monitors to help shelve returned library books, keep the library tidy and undertake any other small tasks requested by the library co-ordinator.

RESOURCES

The library supplies a wide range of resources. Resources will be kept up to date and in good condition. The Library Co-ordinator will advise on which stock should be replaced to include well used and out dated information and will undertake repairs to books where appropriate.

The Library Co-ordinator will select new books for the library taking into consideration the following:

The relevance and appeal to pupils.

The suitability - reading age, illustrations, print size, ease of use and use of language.

Quality and durability.

Value for money.

Equal opportunities – representation of cultures, religions, ethnic diversity and disability.

STAFFING

The Library Co-ordinator is responsible for the running and monitoring of the infant and junior libraries four mornings per week. This includes the weekly timetabled visits from individual classes and morning break and lunchtime optional visits by year groups.

The Library Co-ordinator is responsible for selecting and purchasing stock, processing stock through the catalogue system, keeping the resources accessible to all library users and updating displays.

FUNDING

Funding for the library will be accessed through the curriculum budget.

EVALUATION

The Library Co-ordinator reviews the effectiveness of the library on an ongoing basis. Liaison with the Headteacher, the Deputy Headteacher and other members of staff will help the Library Co-ordinator to review the effectiveness and role of library within the school.